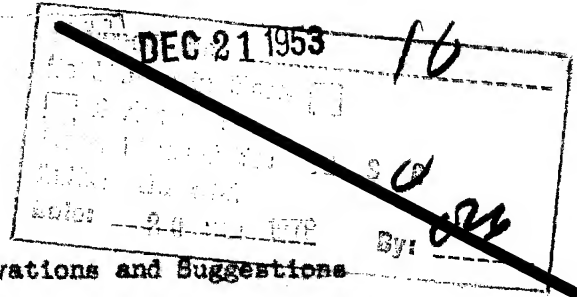


Acting Management Officer ✓

Acting Comptroller

Memorandum dated 29 July 1953, Observations and Suggestions
Relative to CIA Finance Records



1. There is stated below for your information an indication of the action which has been or will be taken on the various recommendations contained in the subject memorandum:

A. Recommendation a, b, c, and e.

Subsequent to the date of the subject memorandum there has been installed in the DD/P area an Allotment Control Record Procedure, and as of 19 November 1953 Annex A to such procedure was issued for use by the DD/P area and Finance Division personnel. It is the opinion of this Office that the Allotment Control Record Procedure together with the supplemental procedure, Annex A, answers recommendations a, b, c, and e. For your information also relative to recommendation b, various Agency forms which have included in the certifying officer's certification language the phrase "funds are available" have been or are in process of being revised to eliminate this phrase.

B. Recommendation d.

The Budget Division has been requested to prepare a staff study based on pertinent laws recommending the action to be taken where an allottee is responsible for an actual over-obligation of his allotment.

C. Recommendation f.

The Director of Training with the cooperation of the Office of the Comptroller has developed for inclusion in various courses instructions applicable to the training of Budget and Finance officers. Likewise, the Technical Accounting Staff members together with the Budget Division analysts have for the last several months been making personal contacts with the Budget and Fiscal personnel of the DD/P area for the purpose of assisting and training such personnel in various fiscal matters, including the operation of the Allotment Control Record.

TAS/REW:kdm (18 December 1953)

Distribution:

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